

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 26 October 1955

FROM : Chief, Instructional Services Branch, OTR

SUBJECT: Weekly Activity Report No. 43
19-25 October 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses--November 1955 Revisions. The revised editions of all Catalogs are now being processed at PSD/LO; additional copies of the Headquarters schedules of courses will be reproduced. The estimated date of completion is expected about the week of 21 November, and approximately two additional weeks for printing.

2. Chief/ISB attended a meeting of the Washington Film Council. Reports were given by official U.S. delegates on their impressions of the Edinburgh and Venice film festivals.

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3. Discussions have been held with [] Deputy Chief/FDD and [] Chief, Records/FDD, concerning the total amount of translation pages which have been requested by OTR during the first quarter of FY/56. If the present rate of request increase continues throughout the remainder of FY/56, OTR will be requesting in excess of 200% over and above its allotted quota. An attempt will be made to greatly limit the total pages of translations requested, or else make the necessary adjustments in the budgetary allotment quota which has been established for OTR.

4. Bibliographies and Research:

a. Observation and Description--The psychological aspects of this request have been discussed with the A&E Staff, and the recommendations made by AC/A&E have been forwarded to the requestor.

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b. Escape and Evasion--The work of this bibliography has been suspended until the return of [] from her duties as temporary librarian at TAB/ []

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c. Area Studies (Burma)--Approximately 130 books and publications have been requested for the course. A number of books have been ordered for retention, others will be made available from the OTR Library collection, and a certain number will be obtained on indefinite loan from CIA Library. A number of articles will be reproduced in multiple copies.

d. Bibliography on Arab States and Israel—Reproduction and collection of 8 pages, 50 copies each. Estimated completion date is 28 October.

5. Publications—Reproduction:

a. The KI (Committee of Information)—A re-run of 25 copies (mimeograph) were reproduced and assembled.

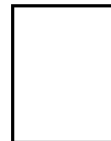
b. Reception Committee Organization—The mimeograph stencils were received from AO/OS/TR for reproduction and collating of 25 copies. The material was completed 21 October.

6. Training aids completed during the week:

- a. Basic/BOC. The design and production of one training chart.
- b. Basic/Supervision. A total of three organization training charts; design and production of one large chart.
- c. Intel/IPM. Repair one display chart;
- d. Intel/WC. Miscellaneous cards—total: 8
- e. OPS/War Plans. Miscellaneous cards—total: 8
- f. OTR/ISB. Completed schedules of courses, total: 5 charts, with overlays.
- g. OTR/PPS. Production of two schematic drawings.

7. Attendance at the language film program:

Portuguese	19 October
Russian	20 October
Italian	25 October



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8. Personnel:

a. [redacted] circulation librarian, reported for duty in the Library Section/ISB on 24 October.

b. [redacted] has completed two weeks training with the Analysis Branch/OCR, and will be on duty with LIB/OTR until 29 October, after which time she will begin LWOP and discontinue her tenure with the Library Section.

c. [redacted] will be on duty at the [redacted] Library from 24 October through 10 November.

d. [redacted] will be on emergency annual leave beginning 17 October and continuing until the first week in November, due to an illness in the family.

e. [redacted] have announced the birth of a son, born 22 October 1955.

f. [redacted] has been on sick leave beginning 10 October. He has been confined to bed with a virus pneumonia since 14 October.



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SECRET